S T A T E   O F   M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

SHERIFF'S DEPARTMENT-APPLY/ACCEPT FY2024 MDOC COMPREHENSIVE COMMUNITY CORRECTIONS GRANT

BE IT RESOLVED that the Allegan County Board of Commissioners hereby approves to apply and accept when awarded the Michigan Department of Corrections, Office of Community Correction Grant for FY2025 (October 1, 2024 through September 30, 2025), to continue programs: Career Readiness, Moral Reconation Therapy, Seeking Safety, and Administration, as well as the addition of the GED Program and the Opiates/Methamphetamine Specific Program; and

BE IT FURTHER RESOLVED any personnel and/or program services are coterminous with receipt of adequate funds through this grant; and

BE IT FINALLY RESOLVED that the County Administrator is authorized to make the necessary budget adjustments, and any necessary documents to complete this action are authorized to be signed.

Allegan County Grants

Request for Action (RFA) Form - Application

Section I - General Information

Name of Grant	Grant Period / Term
Community Corrections Advisory Board (CCAB) Grant	10/01/2024-09/30/2025
Source of Grant Funding - Agency Name	Federal, State, Local
Michigan Dept of Corrections	State
Submitted by and/or Program Manager	Service Area Requesting
Lt. Charity Cummins	Sheriffs
Brief summary of Grant program	This grant provides funding to communities to assist in goals to decrease prison admissions and increase utilization of community-based sanctions and services for non-violent offenders. There are a variety of programs that are run through the CCAB Grant, in the past we have participated in inmate work crews: D.E.B.T.S. (Detail Enabling Better Transition to Society), the Community Service Work Crew, The GED Program (General Education Development) and the Meth Diversion Program counseling services. No local match is required.

Section II - Application

Request Type	Renewal Grant	Work Order No.	237019
Specific Action Requested	BOC Approval	Request Date	3/12/2024
Request Submission Deadline (Date)	5/1/2024	Approval Date	
Grant request approved by BOC with Budget	Yes		
Signatures Needed	NA, Resolution needed		

Funding Sources	Estimated amounts approved with Grant Renewal list	Application Amount
Grant Funding	$ 114,769.00	$ 118,386.00
Required Local Match	$ -	$ -
County Funding	$ -	$ -
TOTAL	$ 114,769.00	$ 118,386.00

MICHIGAN DEPARTMENT OF CORRECTIONS

"Committed to Protect, Dedicated to Success"

Office of Community Corrections

Community Corrections Plan and Application
Fiscal Year 2025

CCAB Name: Allegan County

Email the application to: 1. **MDOC-OCC@michigan.gov**
                                            2. Your assigned Community Corrections Specialist

DUE DATE: May 1, 2024

SECTION I: COMMUNITY CORRECTIONS ADVISORY BOARD INFORMATION

Name of CCAB: Allegan County		Federal I.D. Number: 38-1914307	

A: GENERAL CONTACT INFORMATION:

	CCAB Manager	CCAB Manager's Direct Supervisor	CCAB Chairperson	Agency Serving as Fiduciary of Award & Contact Person
Name:	Charity Cummins	Brett Ensfield	Jonathon Blair	Rob Sarro
Title:	Administrative Lt.	Operations Captain	Probate Court Administrator	County Administrator
Address:	2293 33rd Street	640 River Street	113 Chestnut Street	3282 122nd Avenue
City:	Allegan	Allegan	Allegan	Allegan
State:	MI	MI	MI	MI
Zip:	49010	49010	49010	49010
Phone:	269-686-5392	269-686-0500 x 4355	269-686-4633	269-673-0239
Fax:	NA	269-673-0406	269-686-5157	269-673-0367
Email:	ccummins@allegancounty.org	bensfield@allegancounty.org	jblair@allegancounty.org	rsarro@allegancounty.org

Type of Community Corrections Board: County Advisory Board
Counties/Cities Participating in the CCAB: **Allegan**
Date application was approved by the local CCAB: **April 18, 2024**
Date application was approved by county board(s) of commissioners and/or city council: **April 25, 2024**
Date application was submitted to OCC: **April 26, 2024**

B: CCAB MEMBERSHIP *(please enter "vacant" for any vacant membership position)*

Representing:	Name	Email
County Sheriff:	Frank Baker	fbaker@allegancounty.org
Chief of Police:	Jay Gibson	jgibson@cityofallegan.org
Circuit Court Judge:	Margaret Bakker	mbakker@allegancounty.org
District Court Judge:	William Bailargeon	wbailargeon@allegancounty.org
Probate Court Judge:	Jonathan Blair	jblair@allegancounty.org
County Commissioner(s) (*One required for each member county):*	Gale Dugan	gdugan@allegancounty.org
Service Area (Up to 3):	Vacant	Vacant
County Prosecutor:	Myrene Koch	mkoch@allegancounty.org
Criminal Defense Attorney:	Chad Catalino	ccatalino@allegancounty.org
Business Community:	Vacant	Vacant
Communications Media:	Gari Voss	gari749@gmail.com
Circuit/District Probation:	Lindsey Meyer	meyerL@michigan.gov
City Councilperson *(Applies to City or City/County Regional CCABs only – one from each member City/County required):*	NA	NA
Workforce Development:	Emily Gary	egary@westmiworks.org

1. Does your CCAB have Bylaws? Yes
2. What steps does your CCAB take to orientate new CCAB members ensuring the understanding of their roles and responsibilities? **The OCC Manager meets with the new members and provides informational material**

to them in regards to what the Community Corrections Advisory Board is and their role on the board. Also, the manager speaks to them frequently, asking if there are any questions about their role. The manager continues to keep the line of communication open with them and makes available time, if any questions may arise.

3. What steps are your CCAB taking to fill vacant membership positions (enter N/A if you have no vacant positions)? **The manager reaches out to current board members for ideas of potential candidates that may fill our open seats. The manager, then reaches out to that individual, explains what the CCAB is, invites them to a board meeting and encourages them to apply for the vacant seat with our Board of Commissioners.**

SECTION II: DATA ANALYSES & COMPREHENSIVE CORRECTIONS PLAN

Introduction and Instructions for your Comprehensive Corrections Plan:

Michigan Public Act 511, also known as the Community Corrections Act, was established in 1988 in an effort to improve the State's prison commitment rates (PCR) through the development and utilization of evidence-based, community corrections programming that targets moderate to high risk/needs offenders. Counties and regions establishing a Community Corrections Advisory Board (CCAB) appoint member stakeholders as required by PA-511 to identify and target local criminogenic needs that impact prison commitments and recidivism. CCABs are obligated to abide by PA-511 and Michigan Office of Community Corrections (MOCC) requirements when receiving MOCC funding, including but not limited to data tracking and analysis, key performance measures, as well as minimum program eligibility and utilization requirements.

This Application serves as your CCAB's Comprehensive Corrections Plan. To be considered for funding, it must include specific and detailed explanation as to how your plan will impact State Board Priorities, local prison commitment rates, recidivism, and local priorities/initiatives through identified key objectives. Strategies to obtain key objectives as well as performance measures must also be identified. For the purpose of this application, the following terms and definitions apply:

- *State Board Priority Populations* – CCABs requesting funding must target at least one of the following State Board Priority Populations:
  - Sentenced Felons assessed as having moderate to high risk/needs when using a State approved actuarial, objective validated risk and need assessment
  - Pretrial Population

- *Key Objectives* – CCABs requesting funding must identify local Key Objective(s) for each of the following applicable categories:
  - **Reduction of Statewide Overall PCR** – *This is required for all CCABs requesting funding for any services/programming that targets sentenced felons.* This may include local objectives that impact Overall PCR, Group 2 Straddle PCR, OUIL 3rd PCR, PVT or PVNS Recidivism, or other categories that impact the State's Overall PCR. *You must identify at least one local Key Objective if your Comprehensive Corrections Plan targets sentenced felons.*
  - **Increase of Statewide Appearance and Public Safety Rates for Pretrial Defendants** – *These are required for all CCABs requesting funding for any pretrial services and/or programming that targets pretrial defendants. –You must identify both local Appearance and Public Safety Rate Key Objectives if your Comprehensive Corrections Plan targets pretrial defendants.*

  Your CCAB may identify other objectives in addition to these required objectives.

- *Supportive Strategies* – Proposed OCC funded programming and/or services, identified by CCIS Code and Local Program Name, that are intended to support the objectives identified.

- *Key Performance Measures* – Identified in each proposed program description, these are the specific methods your CCAB will utilize to measure outcomes of programming and their impact on State Board Priorities.

Felony Data Analyses:

OCC will provide CCABs with relevant felony dispositional and recidivism data to complete the application. CCABs must analyze this data along with local CCIS data (reports run locally from COMPAS Case Manager) and develop key objectives and supportive strategies that will help attain local goals and support State Board Priorities.

A thorough analysis of the data should include:
- Overall PCRs, rates within sentencing guideline ranges, PCRs within Group 1 and Group 2 offense categories, status at time of offense and recidivism of probation violators, both new sentence and technical.
- Reference to changes in PCRs compared to prior year
- Review your past OCC funding proposals for ideas
- CCAB stakeholder changes
- New judicial, probation, or CCAB staff or other personnel issues that impact referrals, screenings, or programming
- Service provider changes or issues
- Trends in local criminality (example: increase in drug related offenses, decrease in probation violations, etc.)
- Development or changes in local court services or programming (example: new Specialty Court programming, changes to court programming eligibility, etc.)

Your data analyses form the basis of your objectives and strategies. A weak link between them may result in denial of, or conditional revisions to, your Comprehensive Corrections Plan. Therefore, it is important to demonstrate a solid connection between your data, objectives, and supportive strategies.

Your CCAB must then determine its proposed PCR category/categories based on this analysis, with consideration given to the average of the last 3 years. Your CCAB must then identify the strategies that will impact its PCR category/categories. **All strategies that you are requesting funding for must also be listed on the Budget Cost Description and have a completed Program Description.** If you request funding for a program or service that is not identified as a strategy impacting any objective, it will not be considered for funding.

Example #1:   State Board Priority Target Population: Sentenced Felons.
Objective: To reduce the County's Overall Prison Commitment Rate (PCR) to 16% or less.
Supportive Strategy: C01 Thinking Matters, G18 Intensive Outpatient Group, & B15 Employment Skills.

Example #2:   State Board Priority Target Population: Pretrial Population
Objective: To increase the County's current Appearance Rate from 87% to 90%.
Supportive Strategy: F22 PRAXIS and F23 Pretrial Supervision Services.

Example #3:   State Board Priority Target Population: Pretrial Population
Objective: To increase the County's current Public Safety Rate from 80% to 89%.
Supportive Strategy: F22 PRAXIS and F23 Pretrial Supervision Services.

A: FELONY DATA ANALYSES

1. Using felony dispositional data supplied by MOCC*, please fill in the rates (%) and number of dispositions for the *previous two years* in the two charts below.

2.   Does the following data exclude felony dispositions with prisoner status at time of the offense? ☒ **Yes**   ☐ **No**

FY 2022 State PCR:	18.6%	**Group 2 Rate:**	12.7%	**Straddle Cell Rate:**	21.3%	**Group 2 Straddle Rate:**	20.5%
Overall PCR:	**16.9%** - **114** prison dispositions out of **675** felony dispositions						
Group 1:	**26.3%** - **81** prison dispositions out of **308** felony dispositions						
Group 2:	**9.0%** - **33** prison dispositions out of **367** felony dispositions						
Straddle PCR:	**13.7%** - **26** prison dispositions out of **190** felony dispositions						
Group 1:	**20.8%** - **16** prison dispositions out of **77** felony dispositions						
Group 2:	**8.8%** - **10** prison dispositions out of **113** felony dispositions						
FY 2023 State PCR:	19.4%	**Group 2 Rate:**	13.2%	**Straddle Cell Rate:**	21.0%	**Group 2 Straddle Rate:**	20.5%
Overall PCR:	**14.2%** - **81** prison dispositions out of **569** felony dispositions						
Group 1:	**25.0%** - **57** prison dispositions out of **228** felony dispositions						
Group 2:	**7.0%** - **24** prison dispositions out of **341** felony dispositions						
Straddle PCR:	**12.9%** - **17** prison dispositions out of **132** felony dispositions						
Group 1:	**15.0%** - **6** prison dispositions out of **40** felony dispositions						
Group 2:	**12.0%** - **11** prison dispositions out of **92** felony dispositions						

3.   **ANALYSIS**

  a. *For returning applicants:*
      Did you meet all your Key Objectives for the previous two fiscal years? ☐ **Yes**   ☒ **No**

  b. *For all applicants:*
    i.   Please provide information/local data analysis to explain any changes in PCRs and dispositions from the previous two fiscal years: **Although the our PCR has decreased from FY2022, it did not meet our targeted PCR of 11.0%.   In FY2023, we projected our PCR to be reduced to 11.5%, which didn't happen either. It is believed that this is because of a few changes within the county. Some of those changes included the increase violent cases that have occurred over the past few years in our county. We have had several homicide cases, which all resulted in convictions and prison sentences. These are not common cases for Allegan County.   In addition, we experienced a backlog of cases that occurred during COVID that have since been completed. Lastly, we were short a Circuit Court Judge for a period of time due to retirement, so we had visiting Judges sitting on the bench assisting with case completions, to inlcude sentencings.**
    ii. Are you requesting programming for the Pretrial Population?   ☐ **Yes**   ☒ **No**   **If yes:**
      •   What was your FY 2023 Public Safety Rate? N/A
      •   What was your FY 2023 Appearance Rate?   N/A
    iii. Are you requesting funding for specific populations (examples: OUIL-3rds, delayed/deferred sentences, prison diversion, etc.)? ☐ **Yes**   ☒ **No**   **If yes,** please provide supportive data and analyses for these populations, including any additional pertinent information necessary to establish trends: **N/A**

B: FELONY RECIDIVISM ANALYSIS

Using felony recidivism data supplied by MOCC* (Report #3), please fill in the following table to report the number of Probation Violators **_that resulted in a prison disposition_** for each listed category. Regional CCABs should list the Probation Violation data for each County separately and provide a total, regional rate at the end of each row.

Please note: Due to MDOC's transition from OMNI to COMS, full Fiscal Year 2023 data could not be obtained. Therefore, you are directed to use the partial year OMNI Felony Dispositional Data Report #3 provided by MOCC (date ranges of October 1 – July 31).

*FY 2023 Recidivism Rates							
County Name	**Allegan**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**Totals for Region:**
*FY 2023 Probation Violation - New Sentence to Prison							
Total	13	N/A	N/A	N/A	N/A	N/A	13
*FY 2023 Probation Violation – Technical to Prison							
Total	8	N/A	N/A	N/A	N/A	N/A	8

1. **ANALYSIS**
    a. *For all applicants:* Please provide information/local data analysis to explain any changes in Probation Violator data, including prison and non-prison dispositions: **In FY 2022, PVNS were 6 out of 114 prison dispositions, however in FY 2023, there were 13 out of 81 prison dispositions at mid-year, which resulted in a 10.7 percentage point increase.   In FY 2022, the PVT's were 18 out of 114 prison dispositions, however in FY 2023, there were 8 out of 81 prison dispositions. This is a 5.9 percentage point decrease.   In FY 2022, the PVNS Straddle Offense Group 1 had 6 prison disposition, however in FY 2023, there was 0. In FY 2022, the PVNS Straddle Offense Group 2 had 3 prison dispositions, however in FY2023 there 4. In FY2022, the PVT SGL Offense Group 2 had 2 prison disposition and in FY2023, there were 2, also.   In FY 2022, PVNS were 48 out of 561 non prison dispositions, however in FY 2023, there were 39 out of 488 non-prison dispositions, which resulted in a 0.6 percentage point decrease.   In FY 2022, the PVT's were 109 out of 561 non prison dispositions, and in FY 2023, there were 109 out of 488, which is a 2.9 percentage point increase. The decrease of PVT's from FY2022 to FY2023 is believed to be associated with the change in legistation regarding when and how a PVNS and PVT results in an incarceration in our local jail or being sentenced to prison.**

C: IMPACTING STATE BOARD PRIORITIES

❖ **TARGET POPULATIONS, KEY OBJECTIVES, AND STRATEGIES**

NOTE:
- **Target Populations include Sentenced Felons and Pretrial Population.**
- **CCABs applying for funding targeting Sentenced Felons** must have at least one **Sentenced Felons Key Objective.**
- **CCABs applying for funding targeting Pretrial Population** must have both **Pretrial Population Key Objectives (Appearance Rate and Public Safety Rate).**
- **CCABs may identify additional Key Objectives that support proposed programming.**
- **Key Objectives should be measurable and provide sufficient detail so progress can be monitored.**
- **Strategies are the local programs that will be used to impact your Key Objectives.**
- **Only proposed programs that impact at least one Key Objective will be considered for funding.**

1. **Key Objective #1 is intended to impact Sentenced Felons** **Please state the Objective: To reduce the Overall Prison Commitment Rate (PCR) to 13.8%.**
List OCC Programs in support of Objective #1 (include CCIS Code and Local Name of Program *as they appear on the program descriptions*):
B15-Career Readiness; C01 MRT; C01 Seeking Safety; G18-Opiates/Methamphetamine Specific Program, B00- GED
List Non-OCC funded Programs in support of Objective #1:
Mental Health Court, Sobriety Court, Veteran's Court, GED, Inmate Worker, DEBT's Crew, AA/NA, Community Re-entry Units, Anger Management, Bible Study, Families Victorious, Parenting Class, and Swift and Sure Sanctions Probation Program.
2. **Key Objective #2 is intended to impact** Choose an item. **Please state the Objective: N/A**
List OCC Programs in support of Objective #2 (include CCIS Code and Local Name of Program *as they appear on the program descriptions*):
N/A
List Non-OCC funded Programs in support of Objective #2:
N/A
3. **Key Objective #3 is intended to impact** Choose an item. **Please state the Objective: N/A**
List OCC Programs in support of Objective #3 (include CCIS Code and Local Name of Program *as they appear on the program descriptions*):
N/A
List Non-OCC funded Programs in support of Objective #3:
N/A
4. **Key Objective #4 is intended to impact** Choose an item. **Please state the Objective: N/A**
List OCC Programs in support of Objective #4 (include CCIS Code and Local Name of Program *as they appear on the program descriptions*):
N/A
List Non-OCC funded Programs in support of Objective #4:
N/A

D: COMPAS CRIMINOGENIC NEEDS PROFILE

1. Please list the Top 3 needs scales (medium/probable and high/highly probable combined) as identified within the COMPAS Criminogenic Needs and Risk Profile for *all probationers* provided by OCC. Additionally, identify both the local and proposed OCC strategies that will impact the identified needs scales. *OCC funded strategies must be identified by CCIS Code and Local Name of Program as it appears on the program descriptions*: **1). Substance Abuse- 81%, 2). Criminal Personality-68%, 3). Family Criminality-54%. The local and proposed OCC strategies that we believe will impact this is: C01 Seeking Safety, B15 Career Readines, C01-MRT, and G18-Outpatient Treatment Services-OMSP.**

E: LOCAL PRACTICES TO ADDRESS PERSONS WITH SUBSTANCE USE DISORDER(S)

1. How do defendants and offenders get screened for substance use services in your area (regardless of funding source)? **Offenders and defendants will get screened for substance use by our local Community Mental Health Department. For those individuals who are incarcerated, a PRAXIS will be completed for potential eligible participants for the OMSP program.   They will be screened by the OCC Manager, and if they qualify, the OCC Manager will send a referral TRICAP.**
2. How do defendants and offenders get referred for a substance use assessment and subsequent appropriate ASAM Level of Care in your area (regardless of funding source)? **They can be referred by the Allegan County**

CCAB Manager, their Probation Officer, or self reporting to the Allegan County Community Mental Health Department to receive an appropriate Substance Abuse Assessment.

3. Are there any barriers or gaps in service to obtaining an assessment and treatment that your CCAB is requesting OCC funding to fill? **yes** If so, please describe in detail: **Allegan County is a rural community that struggles to provide enough   public transportation needed for group participants to attend their programming. We, also, struggle with affordable housing and available child care for participants in programming.   Lastly, because we are a rural community, we have limited resources for treatment providers.**

4. What non-PA 511 funded services are available in your area? Be sure to include treatment court services. **Allegan County offers some inpatient treatment programs through CMH, Vet's Court,Sobriety Courts, Swift and Sure, Mental Health Court, and IOP local providers.**

F: COMPREHENSIVE CORRECTIONS PLAN SUMMARY

1. Please explain how the Comprehensive Corrections Plan, in coordination with the local practices, will impact the State Board Priorities, and ultimately offender success: This Comprehensive Corrections Plan along with local practices will impact the State Board Priorites by continuing to provide services needed to the targeted populations of Sentenced Felons and Pretrial participants. Without funding to continue with programming, the residents of Allegan County will be underserved for the necessary tools needed to be successful.   The programs offered in Allegan County, along with those proposed in our Comprehensive Correction Plan will focus on those individuals who are eligible for Pretrial releases, or are sentenced and on Probation. Programming has proven to be a benefit to our community inside and outside of the our Corrections Center. To date, our programming has allowed us to share success stories that include several inmates who have been able to obtain employment as a sentenced offender.   This secured employment opportunity has boosted their confidence and many of them have not returned to the Corrections Center for new criminal charges or Probation Violations. It is the mission of the Allegan County's CCAB to continue providing such programs, as we strive to continue to reduce the number of Prison Commitment Rates and positively impact lives, which will reduce the recidivism rate. Allegan County has proven that programming works and has been successful in keeping our PCR lower than the State's average for many years, consistently.   It is the belief of our County's CCAB that programming encourages individual change.   Positive change results in creating productive members of society, and not just warehousing inmates within our Corrections Center until their day of release.   Our Comprehensive Plan provides us the services and resources needed to obtain our goal, while giving our community the benefits of an increased productive population within the community.

2. What steps will you take if you find that you are not meeting your objectives, or your strategies are not being implemented as planned? **The Allegan County CCAB Manager will take several steps if we are not meeting the objectives or strategies set out in this plan.   These steps include the monitoring of the data for the progress of the programming offered, and compare that data with the objectives and strategies set in place by the Allegan County Community Corrections Advisory Board along with the Strategic Planning Committee. If a deficiency is noted, then the OCC Manager will reach out to the stakeholders and request a meeting to discuss the short comings and request guidance on how they would like to proceed to get it back on track. The OCC Manager will be in continual contact with the Community Corrections Grant Specialist with updates and seeking guidance to get those objectives back on track. In addition, the OCC Manager will provide extra training to the CCAB members, if needed, to gain support to correct any issues that are causing the Objectives to not be met.**

3. Program eligibility overrides may be requested in writing to the assigned OCC Specialist. Please document any additional override procedures your CCAB has approved. **The Allegan County CCAB has not established any additional documents for an override procedure.   If there is an override needed, the OCC Manager will contact the State Community Corrections Grant Specialist for approval.**

Program Description
Administration

FY: 2025
CCAB: Allegan County

Administration is defined as those activities and related costs that have been incurred for the overall executive and administrative functions of the local office or other expenses of a general nature that do not relate solely to the operation of a specific program as defined/approved within the local plan. They are costs, that by their nature, are administrative in support of the overall duties and functions of the local OCC. This category must also include its share of fringe benefits, costs, operations (utilities, office supplies, travel, etc.), and maintenance expenses and must be identified in the Budget Cost Descriptions.

NOTE:
- Staff time for completing Administration duties and responsibilities, including eligibility screening, must be billed for actual time worked. Duties billed to Administration cannot also be billed under individual program codes.

- A *SUPPLY* has a life expectancy of less than a year (paper, toner, folders, drug testing supplies, etc.) while *EQUIPMENT* has a life expectancy of more than a year (fax machine, PBT, computer).

1. Local/other contributions to Administrative functions per fiscal year: $ 10,103.00 *this amount must be reflected in your budget documents within the OCC Funding Application.*
2. How frequently are CCAB meetings held? Quarterly What is included on CCAB meeting agendas? Roll call, Introductions, Approval of meeting minutes, new busines (quarterly reports, grant application, etc.), Program updates (OCC funded and non OCC funded programs), Jail Utilization number (including bed days saved for in custody programs), Financial Update, Strategic Planning update, then Roundtable comments.
3. Describe how expenditure reports are processed and verified then forwarded to OCC in Lansing: Expenditure reports are completed by the OCC Manager, then forwarded to the Allegan County Finance Team for their review.   Once it's approved by the finance team, then it is forwarded to the State.
4. When and how are utilization and expenditures monitored? Utilization and Expenditures are monitored on a monthly basis and more frequently, if needed.
5. As a contractual requirement, how often does the CCAB manager meet with, visit, and evaluate contracted programs? The CCAB manager meets with the program facilitators monthly and will evaluate the contracted programs on a regular basis.
6. How often does the CCAB manager meet with program referral sources? (probation supervisors/agents, prosecutor, defense attorney, judges, etc.)? At least quarterly, but more often if needed   Explain: The CCAB Manager meets with the referral source quarterly during at our CCAB Meetings and has discussions with the referral source via email when the referrals are sent.

7.	How often is program utilization reviewed? Explain: Program Utilization is reviewed by the CCAB Manager on a monthly basis, sometimes bi-monthly, if needed. If there is a program that is low on utilization, that utilization is monitored weekly.
8.	What actions are taken when programs are under or over-utilized? An action plan is put in place and is discussed with our CCAB and the program facilitators to get that program back on track.
9.	Describe when and how the comprehensive corrections plan is developed: The Comprehension Corrections Plan is developed throughout the year and starts with the discussions that occur during our Strategic planning meetings and our quarterly meetings.
10.	Describe the involvement of other stakeholders or subcommittees in data analysis or comprehensive corrections plan/program development. We have a Strategic Planning committee that is a subcommittee of our CCAB. This committee meets quarterly, usually just prior to our CCAB meeting.
11.	What is your plan to provide orientation and to educate all stakeholders? Explain: The CCAB manager reaches out to all new stakeholders and explains their roles on the CCAB, provides them with educational information about each program and is available if the need arises for them to reach out with any additional questions or concerns along the way.

CCAB: Allegan County	FY: 2025
Local Program Name: Career Readiness	
Service Provider: Outlook Academy	
CCIS Service Type: B15- Employment Skills	
Total projected number of new enrollments: 50	
For Regional CCABs, projected number of new enrollments per member county: N/A	
Program Location (select all that apply): Jail: ☒ Residential: ☐ Community: ☐	
Program status: Continuation	
If modification, describe here: N/A	

GROUP/CLASS DELIVERED PROGRAMMING –

- **This form is for program activities delivered through a group or class-type structure.**
- **Groups that are cognitive in nature must be separate for both male and female populations.**
- **When developing eligibility criteria, think about what behavior or characteristics in addition to addressing PCRs or jail utilization that the program is intended to address.**
- **Cognitive, Employability Skills, Education and Domestic Violence programs are all programs that would use this form.**
- **If this form is utilized for an Employability Skills group, the County must clearly identify how it is not a duplication of services provided through the Michigan Works Agency or other local workforce development agencies in (3.h.).**
- **G00 is an option for "other" group-type programming not specifically identified here (discuss with your assigned Community Corrections Specialist first).**
- **Pretrial defendants who are not convicted are not an eligible Target Population on this form. For exceptions, please discuss with assigned Community Corrections Specialist first.**

ANSWER ALL QUESTIONS USING "N/A" IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.

1.   What is your target population?
☒Sentenced Felons   ☐Other (include eligibility criteria): **N/A**

2.   Describe the program:
a.   What is your referral process to this program? **The CCAB Manager will screen all potential participants, then reach out to the MDOC Probation Department to obtain their COMPAS results to confirm eligibility.**
b.   What assessment is used, identify the tool: **The assessment tool that is used is the COMPAS Bar chart.**
c.   Who completes the assessment? **The MDOC Probation Agents will complete the COMPAS.**
d.   P.A. 511 states eligibility for programming **must include moderate to high risk.** Please select which needs the program will impact for your target population(s).   **Sentenced Felons:**

You must identify the number of scales required for eligibility here: 1

☒Vocational/Education ☐Social Environment ☒Criminal Association

☒Substance Abuse ☒Residential Instability

☐Cognitive Behavioral ☒Family Criminality

☐Criminal Personality ☐Social Isolation

☐Leisure & Recreation ☒Criminal Opportunity

Gender Responsive Scales:

☐Experiences of Abuse as an Adult

☐Experiences of Abuse as a Child

☐Relationship Dysfunction

☐Parental Stress

☒**Felony Probation Violator, regardless of COMPAS Assessment Score**

e.	Describe the program design (programs using this description form should be delivered through a group or class structure):
i.	Name of curriculum: **Career Readiness**
ii.	Identify what skills are taught in this program: **The skills taught in this program include the completion of Work Keys, completing a career interest inventory, developing a resume and cover letter, keyboarding skills, career coaching (O*NET Program), Computer Literacy, Job interviews, and TRIO (college applications, college exploration, academic advising, financial aid, FASFA application).**
iii.	Is the group open or closed? Open
iv.	What is the minimum/maximum number of participants per group, as identified in the curriculum? **The minimum number of group participants are 3 and the maximum number of participants is 10.**
v.	Minimum number of group sessions attended for successful completion: **15**
vi.	If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: **N/A**
f.	Identify the training or credentials held by your service provider qualifying him/her to provide this service: **There is a facilitator with a Special Education Certification, 3 facilitators that have their teaching certificates, and 1 facilitator that has a Bachelor's Degree in Social Work and Criminal Justice. In addition, 1 facilitator has a Career Coaching Certification.**
g.	How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) **The facilitator provides attendance reports and progress reports on a monthly basis, but they can provide them sooner if requested by the CCAB Manager.**
h.	Provide any other pertinent information you feel is necessary: **At first glance this program may appear to be a replica to Michigan Works, however it is not. Career Readiness provides a participant the knowledge on how to complete college**

applications, complete mock interviews, complete zoom interviews, complete financial documents for college, and complete Work Keys, while in custody. It, also, teaches the participants computer literacy skills and interviewing skills all while incarcerated, while preparing them for a positive transition into the community. Statistics show that those who leave our facility with a job prior to release, are less likely to return to jail on a new charge.

3. Evaluation is part of evidence-based principles which you **must** identify in section (a.). You are also **required** to develop **at least one key performance measure** for this program in section (b.). Be sure to include the data source, how its tracked and measured. NOTE: Successful completion of programming, if listed as the only key performance measure, is not sufficient.

a. Describe how this program meets each of the following Evidence Based Principles:

1. **Assess Actuarial Risk/Needs -** The potential partipants are screened based on their COMPAS results.

2. **Enhance Intrinsic Motivation -** The facilitator uses contructive ways to ehance intrinsic motivations for the participants.

3. **Target Interventions (indicate all that apply)**
    a. **Risk Principle: Prioritize supervision and treatment resources for higher risk offenders -N/A**
    b. **Need Principle: Target interventions to criminogenic needs -N/A**
    c. **Responsivity Principle: Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs -This program addresses cultural differences/needs, gender needs, developmental stages and learning styles. Although this group is conducted in a group environment, one on one time is offered to each participant during each step of completion.**
    d. **Dosage: Structure 40-70% of high-risk offenders' time for 3-9 months -N/A**
    e. **Treatment Principle: Integrate treatment into the full sentence/sanction requirements -N/A**

4.   **Skill Train with Directed Practice –** N/A

5.   **Increase Positive Reinforcement -** Positive reinforcements are used by the facilitator and the peers of this group to encourage the participant to continue moving forward in the curriculum.

6. **Engage Ongoing Support in Natural Communities –** N/A

7.   **Measure Relevant Processes/Practices - This program is monitored by the CCAB Manager. Documentation is created and shared with the Stakeholders when a participant successfully completes the program and/or take additional steps that allow continual change and growth, personally and within the community.   For example, this program enables the participants to interview for jobs prior to being released from custody and we currently have had participants who obtained employment while in custody and are still working at that same place of employment after being released from custody.**

8. Provide Measurement Feedback - Once a participant completes each step, measurement feedback is given when appropriate.   Postive feedback is given to promote long lasting change, along with encouragement to the other participants.

b. **Program Key Performance Measure** - **85% of enrolled offenders who successfully completed the program obtains employment within the first 6 months upon release from jail.**

   Data Element - **Case notes and follow up interviews.**

   Tracking Source -

   1. **Who is tracking the Data Element? The CCAB Manager is tracking this data.**
   2. **How is it being tracked? This data will be tracked by the Case Notes and follow up interview results that are provided by the provider.**
   3. **At what frequency is it being tracked? This data will be tracked quarterly.**

   Additional Program Key Performance Measure – N/A

   Data Element – N/A

   Tracking Source –

   1. **Who is tracking the Data Element? N/A**
   2. **How is it being tracked? N/A**
   3. **At what frequency is it being tracked? N/A**

   Additional Program Key Performance Measure – N/A

   Data Element – N/A

   Tracking Source -

   1. **Who is tracking the Data Element? N/A**
   2. **How is it being tracked? N/A**
   3. **At what frequency is it being tracked? N/A**

   Additional Program Key Performance Measure – N/A

   Data Element – N/A

   Tracking Source -

   1. **Who is tracking the Data Element? N/A**
   2. **How is it being tracked? N/A**
   3. **At what frequency is it being tracked? N/A**

CCAB: Allegan County	FY: 2025
Local Program Name: MRT	
Service Provider: Allegan County Sheriff's Office	
CCIS Service Type: C01 - Cognitive	
Total projected number of new enrollments: 40	
For Regional CCABs, projected number of new enrollments per member county: N/A	
Program Location (select all that apply): Jail: ☒ Residential: ☐ Community: ☒	
Program status: Continuation	
If modification, describe here: N/A	

GROUP/CLASS DELIVERED PROGRAMMING –

- **This form is for program activities delivered through a group or class-type structure.**
- **Groups that are cognitive in nature must be separate for both male and female populations.**
- **When developing eligibility criteria, think about what behavior or characteristics in addition to addressing PCRs or jail utilization that the program is intended to address.**
- **Cognitive, Employability Skills, Education and Domestic Violence programs are all programs that would use this form.**
- **If this form is utilized for an Employability Skills group, the County must clearly identify how it is not a duplication of services provided through the Michigan Works Agency or other local workforce development agencies in (3.h.).**
- **G00 is an option for "other" group-type programming not specifically identified here (discuss with your assigned Community Corrections Specialist first).**
- **Pretrial defendants who are not convicted are not an eligible Target Population on this form. For exceptions, please discuss with assigned Community Corrections Specialist first.**

ANSWER ALL QUESTIONS USING "N/A" IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.

1. What is your target population?
☒Sentenced Felons   ☐Other (include eligibility criteria): **N/A**

2. Describe the program:
a. What is your referral process to this program? **The CCAB manager will receive referrals from the Probation Department and the jail staff. Referrals from the courts will be accepted, as well. Once a referral is received, a COMPAS Bar chart and BIR will be obtained from the Probation Department to ensure eligibility criteria is met.**
b. What assessment is used, identify the tool: **The COMPAS Bar Chart is the assessment tool that is used.**
c. Who completes the assessment? **The assessment is completed by the MDOC Probation Agents prior to enrollment in the program by completing a COMPAS.**
d. P.A. 511 states eligibility for programming **must include moderate to high risk.** Please select which needs the program will impact for your target population(s).

Sentenced Felons:

You must identify the number of scales required for eligibility here: 1

☐Vocational/Education	☐Social Environment	☒Criminal Association
☒Substance Abuse	☒Residential Instability	
☒Cognitive Behavioral	☒Family Criminality	
☒Criminal Personality	☐Social Isolation	
☐Leisure & Recreation	☒Criminal Opportunity	

Gender Responsive Scales:
☒Experiences of Abuse as an Adult
☒Experiences of Abuse as a Child
☒Relationship Dysfunction
☐Parental Stress

☒**Felony Probation Violator, regardless of COMPAS Assessment Score**

e. Describe the program design (programs using this description form should be delivered through a group or class structure):

    i. Name of curriculum: **Moral Recognation Therapy "How to Escape Your Prison".**

    ii. Identify what skills are taught in this program: **The skills taught in this program are as followed: Commitment to change, honesty, trust, long and short term goal setting, keeping moral commitments, healing damaged relationships, raising awareness, helping others, acceptance, and maintaining a positive change.**

    iii. Is the group open or closed? Open

    iv. What is the minimum/maximum number of participants per group, as identified in the curriculum? **3 is the minimum and 12 is the maximum participants.**

    v. Minimum number of group sessions attended for successful completion: **The minimum number of sessions attended for successful completion is 7.**

    vi. If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: **All participants, whether in custody or out of custody, will continue with group until completion. When transitioning between the two, they would just attend group as usual maintaining the same schedule they had prior to the transition. Essentially, the group members remain the same regardless of their incarceration status.**

f. Identify the training or credentials held by your service provider qualifying him/her to provide this service: **The MRT service providers are certified MRT Facilitators. The primary facilitator has completed an MRT refresher course 6 years ago and then the county paid for this facilitator to attend the Advanced MRT Course 5 years ago. In addition, the county has paid for an additional person to become a certified MRT**

	facilitator, to utilize as a back up instructor, when needed. Refresher training will be utilized, when appropriate.
g.	How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) **The facilitator provides attendance sheets on a weekly basis and progress reports on a monthly basis, but can provide them sooner if requested. The CCAB manager sends monthly updates to the Probation Department, regarding attendance and progress reports, also.**
h.	Provide any other pertinent information you feel is necessary: **MRT focuses on criminal thinking and changing behaviors, along with some teachings about the importance of employment/Community Service, but topics such as substance abuse and keeping moral commitments is a much greater topic that is taught.**
3.	Evaluation is part of evidence-based principles which you **must** identify in section (a.). You are also **required** to develop **at least one key performance measure** for this program in section (b.). Be sure to include the data source, how its tracked and measured. <u>NOTE</u>: Successful completion of programming, if listed as the only key performance measure, is not sufficient.

a. **Describe how this program meets each of the following Evidence Based Principles:**

1. **Assess Actuarial Risk/Needs -** The potential participants are screened based on their COMPAS results.

2. **Enhance Intrinsic Motivation -** This program is centered around internal change, which begins with the curriculum that is used. "How to Escape Your Prison", focus' on lasting change.

3. **Target Interventions (indicate all that apply)**
    a. **Risk Principle: Prioritize supervision and treatment resources for higher risk offenders -This program targets medium to high risk offenders to promote change. This curriculum addresses the needs of the participants who present multiple criminogenic needs.**
    b. **Need Principle: Target interventions to criminogenic needs -MRT addresses the criminogenic needs identified in their assessment.   These needs are dynamic risk factors and are addressed throughout the several week program.**
    c. **Responsivity Principle: Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs -This program addresses cultural differences/needs, gender needs, developmental stages and learning styles. Although this group is conducted in a group environment, one on one time is offered to each participant during each step of completion.**
    d. **Dosage: Structure 40-70% of high-risk offenders' time for 3-9 months -MRT participants are given homework weekly and it is due the following week.   This program requires the participants to attend group weekly. It creates a structured environment for them while attending the program.**
    e. **Treatment Principle: Integrate treatment into the full sentence/sanction requirements -N/A**

4.   **Skill Train with Directed Practice -** This program provides evidence-based programming that emphasizes cognitive-behavioral strategies and is delivered by well trained staff. The skills taught to the participant are practiced which results in pro-social attitudes and behaviors are positively reinforced by the facilitator.

5.   **Increase Positive Reinforcement -** The participants in the group provide their testimonies in different portions of the curriculum. Positive reinforcements are used by the facilitator and their peers of this group to encourage the participant to continue moving forward in the curriculum.

6. **Engage Ongoing Support in Natural Communities -** MRT does engage in pro-social supports for the participants and their communities. There are 2 different sections of the curriculum where community service is required before moving on to the next chapter of the book.

7.   **Measure Relevant Processes/Practices - Case information is provided weekly to the CCAB Manager which enables the ability to determine successful completions. Once that information is obtained, the data is analyzed to determine whether our goal was met.**

8.   **Provide Measurement Feedback - Once a participant completes each step, measurement feedback is given when appropriate.   If not appropriate at each step, once the participants presents their last step, feedback is given to promote longlasting change.**

b. **Program Key Performance Measure - 85% of participants who successfully complete the program will not receive a new conviction in Allegan County within 12 months.**

   Data Element - Judicial Data Warehouse and the Jail Management system data will be used to retrieve that data.

   Tracking Source -
   1.   **Who is tracking the Data Element? The CCAB Manager will obtain and review this data.**
   2.   **How is it being tracked? The successfully completors data will be compared to all new convictions within the county.**
   3.   **At what frequency is it being tracked? This data will be tracked quarterly.**

   Additional Program Key Performance Measure – N/A
   Data Element – N/A
   Tracking Source –
   1.   **Who is tracking the Data Element? N/A**
   2.   **How is it being tracked? N/A**
   3.   **At what frequency is it being tracked? N/A**

   Additional Program Key Performance Measure – N/A
   Data Element – N/A
   Tracking Source -
   1.   **Who is tracking the Data Element? N/A**

2. **How is it being tracked? N/A**
3. **At what frequency is it being tracked? N/A**

<u>Additional Program Key Performance Measure</u> – N/A

<u>Data Element</u> – N/A

<u>Tracking Source</u> -

1. **Who is tracking the Data Element? N/A**
2. **How is it being tracked? N/A**
3. **At what frequency is it being tracked? N/A**

CCAB: Allegan County	FY: 2025
Local Program Name: Seeking Safety	
Service Provider: Allegan County Sheriff's Office	
CCIS Service Type: C01 - Cognitive	
Total projected number of new enrollments: 40	
For Regional CCABs, projected number of new enrollments per member county: N/A	
Program Location (select all that apply): Jail: ☒ Residential: ☐ Community: ☒	
Program status: Continuation	
If modification, describe here: N/A	

GROUP/CLASS DELIVERED PROGRAMMING –

- **This form is for program activities delivered through a group or class-type structure.**
- **Groups that are cognitive in nature must be separate for both male and female populations.**
- **When developing eligibility criteria, think about what behavior or characteristics in addition to addressing PCRs or jail utilization that the program is intended to address.**
- **Cognitive, Employability Skills, Education and Domestic Violence programs are all programs that would use this form.**
- **If this form is utilized for an Employability Skills group, the County must clearly identify how it is not a duplication of services provided through the Michigan Works Agency or other local workforce development agencies in (3.h.).**
- **G00 is an option for "other" group-type programming not specifically identified here (discuss with your assigned Community Corrections Specialist first).**
- **Pretrial defendants who are not convicted are not an eligible Target Population on this form. For exceptions, please discuss with assigned Community Corrections Specialist first.**

ANSWER ALL QUESTIONS USING "N/A" IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.

1.   What is your target population?
☒Sentenced Felons   ☐Other (include eligibility criteria): **N/A**

2.   Describe the program:
a.   What is your referral process to this program? **The CCAB manager will receive referrals from the Probation Department and the jail staff. Referrals from the courts will be accepted, as well.   Once a referral is received, a COMPAS Bar chart and BIR will be obtained from the Probation Department to ensure the eligibity criteria is met.**
b.   What assessment is used, identify the tool: **The COMPAS Score is the assessment tool used for program eligibility.**
c.   Who completes the assessment? **The assessment is completed by the MDOC Probation Agents prior to enrollment in the program by completing a COMPAS.**
d.   P.A. 511 states eligibility for programming **must include moderate to high risk.** Please select which needs the program will impact for your target population(s).

Sentenced Felons:

You must identify the number of scales required for eligibility here: 1

☐Vocational/Education   ☐Social Environment   ☒Criminal Association

☒Substance Abuse   ☒Residential Instability

☒Cognitive Behavioral   ☒Family Criminality

☒Criminal Personality   ☐Social Isolation

☐Leisure & Recreation   ☒Criminal Opportunity

Gender Responsive Scales:

☒Experiences of Abuse as an Adult

☒Experiences of Abuse as a Child

☒Relationship Dysfunction

☒Parental Stress

☐**Felony Probation Violator, regardless of COMPAS Assessment Score**

e. Describe the program design (programs using this description form should be delivered through a group or class structure):

i. Name of curriculum: **Seeking Safety by Lisa Najavits.**

ii. Identify what skills are taught in this program: **The skills that are taught in this program are as followed: "change-work" assignments include: Thought Process Diagram (think-feel-act), Self-Talk, Stop and Think (SAT), Think About Thinking (TAT), Use of Cognitive and Behavioral Tools (CBTs) to be more successful on probation, Identification of Rational vs. Irrational Thinking, Identification of Cognitive Distortions/Thinking Errors, Motivation Ruler, Values versus Behaviors, Identification of Self-Defeating Beliefs/Attitudes and Alternative Beliefs/Attitudes, Perceptions and Empathy, Cognitive and Behavioral Emotion Management Strategies, Problem Solving, Consider All Factors (CAF), Consider All Consequences (CAC), Consider All Benefits (CAB), Consider All Alternatives (CAA), Cognitive and Behavioral Strategies to address environmental risk factors (peers and leisure activities), Client identification of criminogenic risks, needs, and responsivity factors, Goal-setting and Planning. New cognitive and behavioral habits and routines are necessary for changed behavior, so "change-work" / homework is an essential element. Clients are required not only to attend and participate but also to complete assignments and practice new skills and approaches outside of group.**

iii. Is the group open or closed? Open

iv. What is the minimum/maximum number of participants per group, as identified in the curriculum? **The minimum number of participants is 3 and the maximum participants is 12.**

v. Minimum number of group sessions attended for successful completion: **The minimum number of group sessions attended for a successful completion is 12.**

	vi.	If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: **All participants, whether in custody or out of custody, will continue with group until completion. When transitioning between the two, they would just attend group as usual maintaining the same schedule they had prior to the transition. Essentially, the group members remain the same regardless of their incarceration status.**
	f.	Identify the training or credentials held by your service provider qualifying him/her to provide this service: **Each facilitator has completed the Seeking Safety Faciliator Instructional program and have received certifications to facilitate the program.**
	g.	How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) **Attendance verification sheets, progress reports, and discharge reports are provided to the CCAB Manager weekly. Then the CCAB Manager will send the Probation Agents monthly status reports on all participants, or more frequently if requested or needed.**
	h.	Provide any other pertinent information you feel is necessary: **N/A**

3. Evaluation is part of evidence-based principles which you **must** identify in section (a.). You are also **required** to develop **at least one key performance measure** for this program in section (b.). Be sure to include the data source, how its tracked and measured. <u>NOTE</u>: Successful completion of programming, if listed as the only key performance measure, is not sufficient.

a. **Describe how this program meets each of the following Evidence Based Principles:**

1. **Assess Actuarial Risk/Needs -** COMPAS Risk Assessment completed by probation staff provides overall criminogenic risk and specific risk areas for each particpant.

2. **Enhance Intrinsic Motivation -** Participants become self-motivated as they engage in class and apply the concepts successfully.

3. **Target Interventions (indicate all that apply)**
   a. **Risk Principle: Prioritize supervision and treatment resources for higher risk offenders -This program targets medium to high risk offenders to promote change. This curriculum addresses the needs of the participants who present multiple criminogenic needs.**
   b. **Need Principle: Target interventions to criminogenic needs -Seeking Safety addresses the criminogenic needs identified in their assessment. These needs are dynamic risk factors and are addressed throughout the several week program.**
   c. **Responsivity Principle: Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs -This program addresses cultural differences/needs, gender needs, developmental stages and learning styles.**
   d. **Dosage: Structure 40-70% of high-risk offenders' time for 3-9 months -Seeking Safety participants are given homework which is due the following week. In addition, this program requires the participants to attend group weekly. It creates a structured environment for them while attending the program.**

e. **Treatment Principle:** Integrate treatment into the full sentence/sanction requirements -N/A

4. **Skill Train with Directed Practice -** This program provides evidence-based programming that teaches a new skill each week with in-class examples and practice as well as assignments to complete and share the following week.

5. **Increase Positive Reinforcement -** Positive feedback is provided by the facilitator and by group members; bi-monthly updates are provided to the probation officers so that they can also provide positive reinforcement at the check-ins.

6. **Engage Ongoing Support in Natural Communities -** The facilitator and/or probation officer can make community referrals to address additional issues presented by the participant.

7. **Measure Relevant Processes/Practices - Case information is provided weekly to the CCAB manager which enables the ability to determine successful completions. Once that information is obtained, the data is analyzed to determine whether the goal was met.**

8. **Provide Measurement Feedback - Once a participant completes each step, measurement feedback is given when appropriate.   If not appropriate at each step, once the participants presents their last step, feedback is given to promote longlasting change.**

b. **Program Key Performance Measure - 85% of participants who successfully complete the program will not receive a probation violation within 12 months of program completion.**

Data Element - Judicial Data Warehouse, Probation Department, and the Jail Management system data will be used to retrieve that data.

Tracking Source -

1. **Who is tracking the Data Element? The CCAB Manager will review this data.**
2. **How is it being tracked? The information is being tracked through the reviewing of the Judicial Data Warehouse and the Jail Management Systems data.**
3. **At what frequency is it being tracked? This data will be tracked quarterly.**

Additional Program Key Performance Measure – N/A

Data Element – N/A

Tracking Source –

1. **Who is tracking the Data Element? N/A**
2. **How is it being tracked? N/A**
3. **At what frequency is it being tracked? N/A**

Additional Program Key Performance Measure – N/A

Data Element – N/A

Tracking Source -

1. **Who is tracking the Data Element? N/A**

2. **How is it being tracked? N/A**
3. **At what frequency is it being tracked? N/A**

<u>Additional Program Key Performance Measure</u> – N/A

<u>Data Element</u> – N/A

<u>Tracking Source</u> -

1. **Who is tracking the Data Element? N/A**
2. **How is it being tracked? N/A**
3. **At what frequency is it being tracked? N/A**

Program Description
Group Programming

CCAB: Allegan County	**FY: 2025**
Local Program Name: GED	
Service Provider: Outlook Academy	
CCIS Service Type: B00 - Education	
Total projected number of new enrollments: 50	
For Regional CCABs, projected number of new enrollments per member county: NA	
Program Location (select all that apply): Jail: ⊠ **Residential:** ☐ **Community:** ☐	
Program status: New Initiative	
If modification, describe here: N/A	

GROUP/CLASS DELIVERED PROGRAMMING –

- **This form is for program activities delivered through a group or class-type structure.**
- **Groups that are cognitive in nature must be separate for both male and female populations.**
- **When developing eligibility criteria, think about what behavior or characteristics in addition to addressing PCRs or jail utilization that the program is intended to address.**
- **Cognitive, Employability Skills, Education and Domestic Violence programs are all programs that would use this form.**
- **If this form is utilized for an Employability Skills group, the County must clearly identify how it is not a duplication of services provided through the Michigan Works Agency or other local workforce development agencies in (3.h.).**
- **G00 is an option for "other" group-type programming not specifically identified here (discuss with your assigned Community Corrections Specialist first).**
- **Pretrial defendants who are not convicted are not an eligible Target Population on this form. For exceptions, please discuss with assigned Community Corrections Specialist first.**

ANSWER ALL QUESTIONS USING "N/A" IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.

1. What is your target population?
⊠Sentenced Felons   ☐Other (include eligibility criteria): **N/A**

2. Describe the program:
a. What is your referral process to this program? **The CCAB Manager will screen all potential participants, then reach out to the MDOC Probation Department to obtain their COMPAS results to confirm eligibility.**
b. What assessment is used, identify the tool: **The assessment tool that is used is the COMPAS Bar chart.**
c. Who completes the assessment? **The MDOC Probation Agents will complete the COMPAS.**
d. P.A. 511 states eligibility for programming **must include moderate to high risk.** Please select which needs the program will impact for your target population(s). **Sentenced Felons:**

You must identify the number of scales required for eligibility here: 1

☒Vocational/Education ☐Social Environment ☒Criminal Association
☒Substance Abuse ☒Residential Instability
☐Cognitive Behavioral ☒Family Criminality
☐Criminal Personality ☐Social Isolation
☐Leisure & Recreation ☒Criminal Opportunity

Gender Responsive Scales:
☐Experiences of Abuse as an Adult
☐Experiences of Abuse as a Child
☐Relationship Dysfunction
☐Parental Stress

☒**Felony Probation Violator, regardless of COMPAS Assessment Score**

e.	Describe the program design (programs using this description form should be delivered through a group or class structure):
	i. Name of curriculum: **The curriculums being used are AZTEC, Caplin, GED Test Prep, Steck-Vaugn..**
	ii. Identify what skills are taught in this program: **The skills that are taught in this program are mathematical reasoning, reasoning through language arts, social studies, and science.**
	iii. Is the group open or closed? Open
	iv. What is the minimum/maximum number of participants per group, as identified in the curriculum? **The minimum of 3 participants and the maximum of 15 participants per group.**
	v. Minimum number of group sessions attended for successful completion: **The minimum number of group sessions for a successful completion will be 24.**
	vi. If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: **N/A**
f.	Identify the training or credentials held by your service provider qualifying him/her to provide this service: **There is a facilitator with a Special Education Certification, 3 facilitators that have their teaching certificates, and 1 facilitator that has a Bachelor's Degree in Social Work and Criminal Justice. In addition, 1 facilitator has a Career Coaching Certification.**
g.	How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) **The facilitator provides attendance reports and progress reports on a monthly basis, but they can provide them more frequently if requested by the CCAB Manager.**
h.	Provide any other pertinent information you feel is necessary: **The GED program is a foundational program needed for all eligible participants. A GED increases the chances for a participant to obtain employment post incarceration. Secured employment increases the offenders chance to be successful in society, while**

> positively effecting the recidivism rate and reducing the chance that they will return back into the Criminal Justice System.

3. Evaluation is part of evidence-based principles which you **must** identify in section (a.). You are also **required** to develop **at least one key performance measure** for this program in section (b.). Be sure to include the data source, how its tracked and measured. <u>NOTE</u>: Successful completion of programming, if listed as the only key performance measure, is not sufficient.

a. **Describe how this program meets each of the following Evidence Based Principles:**

1. **Assess Actuarial Risk/Needs -** The potential partipants are screened based on their COMPAS results.

2. **Enhance Intrinsic Motivation -** The facilitator uses constructive ways to enhance intrinsic motivations for the participants.

3. **Target Interventions (indicate all that apply)**
   a. **Risk Principle: Prioritize supervision and treatment resources for higher risk offenders -N/A**
   b. **Need Principle: Target interventions to criminogenic needs -N/A**
   c. **Responsivity Principle: Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs -This program addresses cultural differences/needs, gender needs, developmental stages and learning styles. Although this group is conducted in a group environment, one on one time is offered to each participant during each step of completion.**
   d. **Dosage: Structure 40-70% of high-risk offenders' time for 3-9 months -N/A**
   e. **Treatment Principle: Integrate treatment into the full sentence/sanction requirements -N/A**

4. **Skill Train with Directed Practice –** N/A

5. **Increase Positive Reinforcement -** Positive reinforcements are used by the facilitator and the peers of this group to encourage the participant to continue moving forward in the curriculum.

6. **Engage Ongoing Support in Natural Communities –** N/A

7. **Measure Relevant Processes/Practices - This program is monitored by the CCAB Manager. Documentation is created and shared with the Stakeholders when a participant successfully completes the program and/or take additional steps that allow continual change and growth, personally and within the community.**

8. **Provide Measurement Feedback - Once a participant completes each step, measurement feedback is given when appropriate. Postive feedback is given to promote long lasting change, along with encouragement to the other participants.**

b. <u>**Program Key Performance Measure**</u> – **85% of successfully completors will obtain employment or attend college within the first 6 months post release from custody.**

   <u>**Data Element**</u> **- Case notes and follow up interviews.**

   <u>**Tracking Source**</u> **-**

1. **Who is tracking the Data Element? The CCAB Manager is tracking this data.**
2. **How is it being tracked? This data will be tracked by the case notes and follow up interview results that are provided by the provider.**
3. **At what frequency is it being tracked? This data will be tracked quarterly.**

Additional Program Key Performance Measure – N/A

Data Element – N/A

Tracking Source –

1. **Who is tracking the Data Element? N/A**
2. **How is it being tracked? N/A**
3. **At what frequency is it being tracked? N/A**

Additional Program Key Performance Measure – N/A

Data Element – N/A

Tracking Source -

1. **Who is tracking the Data Element? N/A**
2. **How is it being tracked? N/A**
3. **At what frequency is it being tracked? N/A**

Additional Program Key Performance Measure – N/A

Data Element – N/A

Tracking Source -

1. **Who is tracking the Data Element? N/A**
2. **How is it being tracked? N/A**
3. **At what frequency is it being tracked? N/A**

Program Description
Outpatient Treatment Programming

CCAB: Allegan County		**FY:** 2025

Local Program Name: Opiates/Methamphetamine Specific Program
Service Provider: TriCap
CCIS Service Type: *G18 – Outpatient Treatment Services*
Total Projected New Enrollment: 5
For Regional CCABs, total projected new enrollment by member county: N/A
Projected Length of Stay in Days: 150
Program Location (select all that apply):   Jail: ☐   **Residential:** ☒   **Community:** ☐
Program Status: New Initiative
If modification, describe here: N/A

GROUP/CLASS DELIVERED PROGRAMMING –

- **Groups must be separate for both male and female populations.**
- **Documentation of assessment for eligibility (with appropriate release of information) must be available during annual file review.**
- **Use of individual sessions must be described.**
- **Funding for G18 programming is used to fill the CCAB identified gaps in services.**
- **If this is an Intensive Outpatient Treatment program, you must use SAMHSA guidelines.**

ANSWER ALL QUESTIONS USING "NA" IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.

1. Based on your objective(s), what is your target population?

☒ Sentenced Felons   ☒ Pretrial   ☒ Other: **Convicted/Presentenced offenders, offenders participating in specialty courts or as part of plea agreements, OWI 3rd Offenders, and misdemeanant offenders under the supervision of Circuit Court Probation.**

2. Describe the program:

a. The COMPAS assessment is considered a screening tool for outpatient treatment and DOES NOT replace the required actuarial assessment.

P.A. 511 states eligibility for programming **must include moderate to high risk**.
Please select which needs the program will impact for your target population(s).

Sentenced Felons:
You must identify the number of scales required for referral here: 1

☐ Vocational/Education	☐ Social Environment	☒ Criminal Association
☒ Substance Abuse	☒ Residential Instability	
☒ Cognitive Behavioral	☒ Family Criminality	
☒ Criminal Personality	☐ Social Isolation	
☐ Leisure & Recreation	☒ Criminal Opportunity	

Gender Responsive Scales:

☒ Experiences of Abuse as an Adult

☒ Experiences of Abuse as a Child

☐ Relationship Dysfunction

☒ Parental Stress

☒ **Felony Probation Violators, regardless of COMPAS Assessment Score**

☒ **Pretrial Defendants** – *list referral criteria here:* **As ordered by the Judge as a bond condition for any pretrial offender, or COMPAS Bar chart score of moderate to high in the categories listed above or a PRAXIS Score of 3 or higher.**

b. Assessment is the foundation of evidence-based practices. Enrollments in treatment programs should be based upon assessed needs by a licensed or credentialed professional. Please describe your assessment practices below:

    i. What assessment is used, identify the tool: **Praxis assessments will be completed by the CCAB manager who is trained to complete them. The COMPAS assessments will be completed by the Circuit Court Probation staff. The TriCap staff will complete the Biopsychosocial assessment and report to determine a diagnosis for Opiod (Opioid Use Disorder) and/or Methamphetamine diganosis (Stimulant Use Disorder-Amphetamine type substance) with an ASAM treatment recommendation. If the above listed assessment does not result in the required diagnosis to participate in the OMSP program, then licensed TriCap staff can utilize the DAST (Drug Abuse Screening Tool), MAST (Michigan Alcohol Screening Tool), AUDIT (Alcohol Use Disorders Identification Test), or SASSI 4 (Subsstance Abuse Subtle Screening Inventory) to assist with determining the appropriate diagnosis.**

    ii. Who completes the assessment? **Licensed TriCap Therapists.**

    iii. Does the assessment result in a recommended level of treatment per American Society of Addiction Medicine (ASAM) criteria? **Yes**

c. Identify who is responsible for confirming eligibility and describe the process. **A referral and the COMPAS Bar Chart will be sent to the CCAB Manager for review to ensure that the defendant meets the minimum screening or assessment score and has a history of opiate or methamphetamine use. All information is then forwarded (via email) to TriCap for a secondary assessment(s). TriCap staff will notify the CCAB manager once the secondary assessment has been completed and qualifies them to participate with the program. If the defendant does not meet criteria, the CCAB manager will be notified by the TriCap staff.**

d. Describe the program design:

    i. Name of curriculum or treatment model: **Living in Balance Curriculum for the 4.5 intensive specific classes: Specific (Opi/Meth)Drug Education-Matrix Model with "What You Need To Know Methamphetamine Workbook"and "What you Need to Know Opioids and Workbook" (Hazelden Betty Ford Foundation) - 3 hours. Also incorporated is Seeking Safety, Thinking Matters, and Thinking for a Change for all groups. All of**

	the groups have cognitive behavioral basics and are evidence based and best practices approved. Both groups (Opioid and Methamphetamine) will receive "Helping Men/Women Recover", "Early Recovery", "Relapse Prevention", Mental Health classes (co-occurring), "TREM/M-TREM (trauma)", "Anger Management", and SUD, "Peer Recovery Coaching" and "Mindful Yoga". Also, 5 hours of cognitive classes along with a 12 step weekly program.
ii.	Identify what skills are addressed within the treatment program: **Seek safe environments, cognitive behavioral processes, social skills, anger management, relapse prevention, how to cope with trauma and uncomfortable emotions, and how to obtain/maintain sobriety.**
iii.	Is the group open or closed? Open
iv.	What is the minimum/maximum number of participants per group, as identified in the curriculum? **3-15**
v.	How many sessions does this group curriculum provide? **336 (16 groups per week for 21 weeks).**
vi.	Minimum number of group sessions attended for successful completion: **Successful completion of the program is 150 days.**
vii.	If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: **Pre-residential Assessments are completed while at the Allegan County Corrections Center. Residential services are conducted by Licensed TriCap therapists at TriCap. The therapists will work with a TriCap Case Manager to begin treatment services and case planning, including aftercare treatment and outpatient care transition for substance use disorder within 5 days. TriCap staff will work with Great Lakes Bay Health Services to enroll offenders into Medicaid, assess for MAT/Vivatrol, ensure attendance with RU, NA and Peer 360 groups, as well as drug testing and referrals to aftercare programs within the offenders community. Post-residential services will be conducted by TriCap staff who will monitor program participation, compliance, aftercare, and discharge plans. The Discharge plans are shared with the CCAB manager, the supervising probation agent, and/or the Specialty Court Coordinators.**
viii.	If individual sessions are part of the program and billed separately, how many individual sessions are anticipated per participant? **One individual session per week per client.**
ix.	On what basis would individual sessions be used? **Individual weekly sessions are built in as part of the standard curriculum.**
e.	Identify the license and/or credentials held by your service provider qualifying him/her to provide this service: **The service provider will possess a Master's Degree or above in Behavioral Sciences (Social Work, Counseling, or Psychology), and hold an appropriate licensure through the State of Michigan to practice; and possess appropriate Michigan Certification Board for Additiction Professionals certification (MCBAP); Certified Advanced Alcohol and Drug Counselor (CAADC); or minimum certified Alcohol and Drug Counselor (CADC) at time of hire; or MCBAP-approved**

	development plan in place with the eligibility to obtain CAADC certification within six months from the time or hire. MCBAP certificate or development plan must be able to be verified through a MCBAP search at any time.
f.	How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) **TriCap will keep records of assessment, treatment plan, progress notes, discharge and aftercare plans. Notes will be kept for individual and group sessions. Notes are taken at every session with the offender as well as a sign in sheet for group sessions. Monthly progress reports are provided to the supervising probation agent and CCAB manager, indicating the level of progress thus far. Notification is, also, sent when an offender is sanctioned for a rule violation or terminated from the program for non-compliance. The probation agent and CCAB manager will also receive aftercare plans and discharge summaries. Both of them will be notified immediately if an offender absconds from the facility.**
g.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: **Offenders referred to this program will have to be detoxed from all illicit substances/alcohol for a minimum of 10 days prior to enrollment. Offenders are also eligible to receive Vivitrol and enroll into Medicaid for other health services while at TriCap. Offenders are required to complete home work assignments and are drug tested 3 times per week.**

3. Evaluation is part of evidence-based principles which you **must** identify in section (a). You are **required** to develop **at least one key performance measure** for this program in section (b). Be sure to include the data source, how its tracked and measured. <u>NOTE</u>: Successful completion of programming, if listed as the only key performance measure, is not sufficient.

a. Describe how this program meets each of the following Evidence Based Principles:

1. **Assess Actuarial Risk/Needs –** Substance abuse assessment is completed by a licensed clinician who provides diagnosis, and recommendations for treatment.
2. **Enhance Intrinsic Motivation –** Curriculum is designed to allow participants to work at their own pace, allowing for a person-centered approach.
3. **Target Interventions (minimum of 1 required; indicate all that apply)**
   a. **Risk Principle: Prioritize supervision and treatment resources for higher risk offenders -Program is designed for higher risk offenders.**
   b. **Need Principle: Target interventions to criminogenic needs -Curriculum targets moderate to high-risk substance abuse and cognitive criminogenic and gender responsive needs.**
   c. **Responsivity Principle: Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs -Each treatment plan is person-centered, tailored specifically to each offender's learning level, motivation level and some are gender specific.**

     d.   **Dosage: Structure 40-70% of high-risk offenders' time for 3-9 months -The treatment program is at least 5 months long with other aspects of treatment, such as "Mindful Yogo", AA/NA, journaling, and peer recovery.**

     e.   **Treatment Principle: Integrate treatment into the full sentence/sanction requirements -Structured sentencing that may include jail and other community programming, treatment and sanctions.**

4. **Skill Train with Directed Practice** – Curriculum facilitated by licensed clinicians with appropriate credentials, utilizes cognitive behavioral techniques and is designed to encourage willful participation, through group settings, role playing, and homework.

5. **Increase Positive Reinforcement** – Incorporating positive reinforcement including encouragment, verbal praise, later bed times, increased privileges, peer leaders, assisting group leaders, and special events like movies.

6. **Engage Ongoing Support in Natural Communities** – Utilizes participants with local resources and makes referrals to relevant community based supports and programming, when appropriate.

7. **Measure Relevant Processes/Practices – Captures statistical data regarding aspects of group participation and completion, including pre and post test measurements.**

8. **Provide Measurement Feedback – Shares statistical KPM data with state and local stakeholders.**

b. **Program Key Performance Measure** – **70% of defendants placed in the treatment program will demonstrate knowledge gained using Pre and Post test scores.**

   Data Element – **Pre and Post test scores.**

   Tracking Source -

   1. **Who is tracking the Data Element? The CCAB Manager**

   2. **How is it being tracked? With the data provided by the TriCap staff.**

   3. **At what frequency is it being tracked? At least quarterly.**

   Additional Program Key Performance Measure – **70% of successfully completed participants will not be re-arrested within the county within 12 months of successful completion.**

   Data Element – **Arrest records from the Allegan County Corrections Center**

   Tracking Source –

   1. **Who is tracking the Data Element? The CCAB manager**

   2. **How is it being tracked? The Jail Management System and the OMSP Spreadsheet**

   3. **At what frequency is it being tracked? Quarterly**

   Additional Program Key Performance Measure – **N/A**

   Data Element – **N/A**

   Tracking Source -

   1. **Who is tracking the Data Element? N/A**

2. How is it being tracked? N/A
3. At what frequency is it being tracked? N/A

Additional Program Key Performance Measure – N/A

Data Element – N/A

Tracking Source -

1. Who is tracking the Data Element? N/A
2. How is it being tracked? N/A
3. At what frequency is it being tracked? N/A